

NORTH CAROLINA BEACHES
ARCHAEOLOGICAL SITE REPORT FORM
INSTRUCTIONS

1. Reported by:

Name and title of person filling out the form.

2. Site No.

Do not write in this space. This number will be assigned by administration after form information has been analyzed.

3. Contact info:

Address, daytime phone number, and email address of person filling out the form.

4. Date:

Date that form is filled out.

5. Description:

Concise description of what is being reported. Indicate if it is obvious shipwreck debris or other artifacts. Indicate if the object(s) appears to have floated to, or uncovered at, its present position. Indicate if object(s) is likely to move when covered by high water. Indicate if the object(s) was removed from the beach and where it was taken. A clear description is needed but complete sentences are unnecessary.

6. Exposure

Check the appropriate box. Indicate the condition at the time the report is filled out. It is understood that conditions may change rapidly. If unsure give your best guess.

- **Completely exposed** indicates all components are visible. Buoyant objects will be floating when covered by high water.
- **Partially exposed** indicates some portion of the object is anchored in the sand. Objects are unlikely to float or otherwise move when covered by high water.
- **Nearly covered** indicates that most of the object is buried in the sand. Objects are well anchored and movement is highly unlikely.

7. Directions:

Describe directions to the site. Please include permanent landmarks, mile markers, ramp numbers, distance and direction from nearest beach access.

8. Estimated distance from water, low tide

Indicate estimated distance from water at low tide (in feet). Check appropriate box whether the object is on the beach (between low water and primary dune) or behind primary dune line (landward of the primary dune).

9. GPS coordinates

Fill in **Latitude** and **Longitude** in the appropriate space. The **Estimated Positional Error (EPE)** is found in the top right corner on the satellite ACQUIRING page of a Garmin hand-held GPS unit. The **datum** on most GPS units is set to WGS 84 as the default. To check the datum on a Garmin hand-held GPS unit go to MAIN MENU→SYSTEM MENU→NAVIGATION→NAV SETUP and look under DATUM section.

10. Underwater Archaeology Unit Tags

Tag found: Tags have been affixed to many shipwreck fragments since 1990. Often these tags survive periods when the fragments become covered with sand and are found when the shipwreck fragments become uncovered. Often several tags are affixed to the larger fragments to increase the likelihood of at least one tag surviving. The tags are circular plastic, yellow in color, with “UNDERWATER ARCHAEOLOGY UNIT/N.C. DEPT. CULTURAL RESOURCES” printed on them. The tags are individually numbered. Check the appropriate box if one or more tags are present and record the number(s) in the space provided.

Tag deployed: If one or more tags are affixed on a shipwreck fragment check the appropriate box and record the number(s) in the space provided.

11. Length/Width/ Orientation

Length/Width: Record the length and width in the appropriate space. Do not forget to include units of measure (ft., yd., paces). Only check the “measured” box if a measuring tape was used to get the value. Paces are estimates. **Length** should be the longest measurement taken parallel with the run of the longest planks or timbers.

Orientation is the approximate orientation of the longest or most prominent structural component, usually the keel or hull planks. Please remember that many beaches do not run north to south.

12. Photographs

Photographs are extremely useful for a number of reasons, not the least of which is determining whether an uncovered shipwreck fragment has been previously recorded. Photographs taken at the time of the uncovering event are often the only documentation that takes place because of the short time interval between the uncovering and re-covering of the shipwreck fragment. Take numerous photographs from various angles. If unique features are present, take close ups. If landmarks are close by, try to get them in the photographs. At least one photograph should have the surf in the background. Vehicles and people provide scale and should be included if possible. Digital photographs are preferred but film is certainly acceptable.